

## Administrative Order



**Administrative Order No.:** 7-30

**Title:** Employee Recognition - Employees of the Month or Year

**Ordered:** 4/10/2001

**Effective:** 4/20/2001

### **AUTHORITY:**

Section 4.02 of the Miami-Dade County Charter.

### **SUPERSEDES:**

This Administrative Order supersedes previous Administrative Order 7-30, ordered and effective March 1, 1988.

### **PURPOSE:**

The purpose of this administrative order is to authorize the award of U.S. Savings Bonds, cash bonuses and other benefits to employees recognized by the County Manager or their departments as Employees of the Month, Quarter, or Year.

### **POLICY:**

The County Manager is hereby authorized to award cash bonuses of up to \$5,000 per year to Countywide employees of the year. Department directors and senior management staff will be asked to submit nominations for Countywide Employee of the Year to the County Manager. Based on pre-established guidelines and procedures, the County Manager will select the winners in different categories and among all classifications. The winners will be eligible to receive up to \$5,000 cash or other recognition as determined by the County Manager.

Departments are hereby authorized to issue up to \$120 in U.S. Savings Bonds per year to every 100 employees on the payroll, in accordance with established departmental procedures to recognizing superior or outstanding employees on a monthly, quarterly, or annual basis.

### **COUNTYWIDE EMPLOYEE OF THE YEAR PROCEDURE**

1. Department directors and senior management will be asked to submit nominations for the Countywide Employee of the Year to the County Manager on an annual basis.

2. To be considered for Countywide recognition, nominations must meet the requirements of the annual announcement.
3. The County Manager will appoint a Screening and Selection Committee ("Committee") of at least three members to review the list of employees nominated by the departments. In any given year, additional committees may be established to review nominations in different categories. Categories may be according to job function such as administration, customer service, and public safety or management level.
4. Departments may submit only one nomination for each announced category annually.
5. The Committee will rank the employees based on the information provided and pre-established criteria that may include: exemplary teamwork, job attendance, customer service, productivity, efficiency, community service, and public service commitment. The Committee will submit its recommendation to the County Manager.
6. The County Manager will make the final selection of the winners and determine the appropriate recognition for each winner and runner-up. Recognition may include annual leave, non-cash awards, or cash, in an amount not to exceed \$5,000 per employee.
7. All the employees nominated for Employee of the Year will be formally recognized as deemed appropriate by the County Manager.
8. The name or names of the Countywide Employee of the Year will be announced on an annual basis.

## **DEPARTMENTAL PROCEDURE**

1. Department submits description of its employee recognition program, including selection procedures and criteria, award frequency and denominations, to the Career Development Division in the employee Relations Department.
2. The Director of the Career Development Division notifies the Director of the Finance Department and the Director of the Office of Management and Budget that an employee recognition program has been adopted and meets the requirements of the administrative order.
3. Department issues requests for savings bonds to Finance Department as needed in accordance with its established program.
4. The Department records an appropriate recognition statement in the employee's personnel file whenever an award is issued.

This Administrative Order is hereby submitted to the Miami-Dade County, Florida Board of County Commissioners.

Steve Shiver  
County Manager